



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

DATA PROCESSING MANAGER III

\$6,334 - \$6,984

STATEWIDE NETWORK SUPPORT BUREAU SACRAMENTO

RESPONSIBILITIES: The Statewide Network Support Bureau Chief will serve as a principle level manager and must apply an advanced level of organizational understanding in formulating strategies and policies pertaining to the planning, operation and support of the department's technology infrastructure including WAN/LAN support, PC Help Desk, hardware and software inventory, Internet web site maintenance and telecommunications support (telephone, audio and video services). The incumbent will play a major role in coordinating with the Chief Information Officer and other executive level management in formulating business strategies and plans relating to the use of technology. The incumbent must apply his/her knowledge and experience in implementing continuous improvement methods to enhance the Bureau's service delivery to departmental staff. The incumbent must justify, defend, negotiate, and settle matters involving significant or controversial issues.

DESIRED QUALIFICATIONS:

- Ability to direct and lead a group of professionals that provide the analysis, design, development, implementation and maintenance in support of the department's technology infrastructure.
- Advanced knowledge of maintaining a complex data and telecommunication infrastructure with emphasis on implementing the principles of reliability and security.
- Knowledge of resource management principles including staffing and budget controls, assessment of training needs and communication of strategic direction to staff and managers.
- Knowledge of hardware and software inventory practices and software licensing principles.
- Willingness to work in a team environment and build the potential assets of each team member.
- Ability to interact tactfully with vendors, CDI executive level management staff and control agency staff.
- Ability to work under pressure and insure timely completion of projects.
- Ability to mentor and direct the work of subordinate supervisors in remote locations.

WHO MAY APPLY: Applications will be accepted from current State employees at the Data Processing Manager III level, those within transfer range or who have list eligibility. SROA or Surplus employees are encouraged to apply. (Please note SROA status on your application, if applicable.) All applications will be reviewed; however, only the most qualified candidates will be interviewed. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application and a Statement of Qualifications to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. The Statement of Qualifications should be no more than two pages in length and address the candidate's education and experience related to the Responsibilities and Desirable Qualifications that would qualify him/her for this position. **Please indicate "Data Processing Manager III #104-1393-001" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: September 18, 2006 or until filled

NOTE: Interested Individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD